



Date: July 8, 2015

Position Title: **Sous Chef/Kitchen Program Specialist**

Status: **Full-time**

Department: **Nutrition**

**Posting Deadline: July 17, 2015**

The Sous Chef/Kitchen Program Specialist is responsible for assisting with supervision of kitchen staff and the production of high quality, safe, timely, and cost-effective meals for seniors and catered clients. Will be responsible for the implementation and oversight of food production processes, including quality control, staff training, delivery coordination, food safety, equipment safety, and physical safety in the day to day operation of the kitchen. Will also be responsible for the planning, cooking and supervision of catered events. This position also works closely with the Executive Chef and Chef on issues related to menu development and implementation, process improvement and staff development.

Culinary professional certification or 2 years of experience working in a kitchen with a proven track record of success required. Supervisory experience preferred along with extensive knowledge and implementation of food handling and sanitation standards. Must possess the ability to quickly and authoritatively delegate job tasks to staff. Must be able to work effectively as part of a team while maintaining a leadership role. Excellent skills related to timing and coordination of cooking food to insure cooking to proper temperature to insure food safety while not overcooking and compromising, flavor, texture and color. Ability to perform math functions, including percentages, volume analysis, perform recipe measurement calculations, adding, subtracting, multiplying, and dividing. Ability to read and write at a 12<sup>th</sup> grade level. Ability to remain uncompromising in kitchen policies and procedures regarding food quality, HACCP and Food Safety procedures. Ability to lift 70 pounds; stand for prolonged periods of time, bend, stoop, reach. Valid State of Michigan driver license with excellent driving skills/record required. General knowledge of Microsoft Word and Excel.

Fax a resume/cover letter to Nicki Gillette, HR Director, 269-382-3189; or email to: [humanresources@seniorservices1.org](mailto:humanresources@seniorservices1.org). Or apply in person between the hours of 9:00 a.m. and 4:00 p.m. at the Senior Services of Southwest Michigan office at 918 Jasper Street, Kalamazoo, MI 49001. If you'd prefer to complete an application on-line, please visit the "Employment Opportunities" section of our website at: [www.seniorservices1.org](http://www.seniorservices1.org)

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